

Career Opportunity

U.S. Pretrial Services Officer

Classification: 25-28 (depending on qualifications)
Salary Range: \$40,455-\$95,392

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Pretrial Services Office of the District Court in Detroit, Michigan. The employee conducts investigations, provides bail recommendations to the Court, conducts pretrial diversion investigations, interacts with contract agencies, prepares reports, supervises defendants, and performs duties that involve pretrial services cases. A Pretrial Services Officer is designated as a hazardous duty position and is covered under the hazardous duty retirement system. The Pretrial Services Officer is under the immediate supervision of the Supervising Pretrial Services Officer.

Within the first six (6) months of employment, the successful candidate will be required to participate in a six (6) week Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Conduct investigations and prepare reports for the Court with recommendations, which require interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, and include Monographs, and relevant case law.
- Track developments in the law, and update staff and the Court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, sex offenses, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Schedule and conduct drug use detection tests, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Responsible for enforcement of location monitoring conditions ordered by the Court.
- Assess defendants' level of risk and develop a blend of controlling and correcting risk management strategies.
- Participation in on-going training and education opportunities to further develop and/or enhance techniques and skills relating to defendants investigation and supervision practices.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train, and make recommendations to other officers, the Court, and other individuals regarding their designated area of specialty. Perform investigative and supervision responsibilities for defendants with specialized situations or needs.
- May supervise defendants in witness protection programs.
- May assist and perform as back-up to Senior Pretrial Service Officers.
- Perform administrative duties regarding area of specialty.
- Perform other duties as assigned.

**Announcement
Number: 09-13**

**Date Posted: December
15, 2009**

**Closing Date: January 14,
2010**



U.S. District Court
Eastern District of Michigan
www.miept.uscourts.gov
www.mied.uscourts.gov

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 09-13 PSA Officer

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Maximum Age and Security Requirements:

The position requires the investigation and supervision of criminal defendants who present physical danger to the officers and to the public. Officers, therefore, must be physically capable, have good vision and normal hearing ability. First-time appointees to hazardous duty must not have reached their 37th birthday at the time of appointment. Prior to appointment, applicants considered for this position will undergo a full FBI background investigation. An Unsatisfactory background investigation may result in termination of employment.

Medical Requirements:

Prior to appointment, the applicant considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the applicant may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, the employee will be subject to ongoing random drug screening and updated background investigations thereafter.

Qualifications:

Required: A bachelor's degree from an accredited college or university in the field of social service or a field appropriate to the subject matter of the position with at least one year of specialized experience to compete for entry at grade CL 25; or with at least two years specialized experience, including at least one year equivalent to work at the CL 25 level, to compete for entry at grade CL 27; or with at least two years specialized experience, including at least one year equivalent to work at the CL 27 level, to compete for entry at grade CL 28. Must possess routine keyboard skills and working knowledge of Microsoft Word and/or WordPerfect.

Specialized experience is defined as progressively responsible experience, gained after completion of a Bachelor's Degree in such fields such as probation/pretrial services, parole, corrections, criminal investigation, or work in substance/addiction treatment. Experience in closely allied fields such as educational guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. **With the exception of criminal investigative experience, experience as a police officer, custodial or security officer does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.**

Progressively responsible experience is defined as responsible experience in the investigation, supervision, counseling and guidance of defendants in community correction or pretrial programs.

Preferred: Experience as a Pretrial Services Officer; a Master's Degree in a closely related field.

Educational Substitutions:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences may be substituted for two years of the specialized experience. **NOTE:** A degree which relies primarily upon credit for life experience rather than academic course work is not considered as qualifying for substitution of education experience for actual work experience under this section.

Procedures For Applying:

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application Form AO-78** (located on the District Court and Pretrial websites listed at the left of page one) to the address at the left of page one by the close of business on Thursday, January 14, 2010. **Incomplete submissions may not be considered.** E-mailed documents must be in Word, WordPerfect or PDF format. Zip files and faxes will not be accepted. Only the most qualified applicants will be invited for an interview. Those selected for interview will be required to complete a pre-interview writing exercise and typing test. Travel reimbursement in connection with interview and/or relocation is not authorized.

An Equal Opportunity Employer

*All applicants must be a U.S. citizen or be eligible to work in the United States
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer.*